USING EXPEDITE BID 5.2b

Expedite® is a software application and an electronic bidding system that allows prequalified contractors to prepare construction bids for Michigan Department of Transportation (MIDOT) projects and is used in conjunction with Bid Express™ (an on-line bidding exchange Web site) to submit bids electronically.

Although Expedite® and Bid Express™ are the means to submit an electronic bid, a contractor must complete and submit the required Forms 1300EZ (Statement of Current Contracts and Subcontracts) and 1381 (Bid Document Request) to MIDOT in the scheduled time period specified in the Filing Schedule prior to becoming eligible to bid on requested project(s).

The following step-by-step instructions and information assist contractors in the installation of Expedite® and in establishing a subscription to Bid Express™.

OBTAINING AND INSTALLING EXPEDITE® BID SOFTWARE

Downloading Expedite®:

1. The latest version of Expedite® approved by MDOT is available for download on MDOT's Contractors' Service Center Web site at http://www.mdot.state.mi.us/bids.
2. Select the desired letting month.
3. Click on the Download Expedite® Software hyperlink located in the center of this web page.
4. Read the installation instructions and click Download Expedite® Software once again.
5. Complete the information as indicated.
6. Double-click to save and install Expedite®. Remember the directory where Expedite® was saved to your computer hard drive.
7. After the file has downloaded, go to your computer's File Manager.
8. Go to the directory where the Expedite® program was saved and double-click the INSTALL.EXE executable file. This produces a file called SETUP.EXE.
9. Double-click the file SETUP.EXE. This will begin the Expedite® installation process.
10. Follow the prompts as instructed.

SET UP EXPEDITE BID PROGRAM
1. Expedite's install program (instructions above) places a yellow yield sign Aicon@ on the desktop of your computer for your convenience.
2. Double-click the Expedite® icon on your computer desktop.
3. Set up your bidder and agency information.
   a. Go to TOOLS/OPTIONS and under the BIDDER INFORMATION tab, complete your company information, such as company name (must be entered in the name in which you are prequalified with MDOT), address, phone number, and your 5-digit vendor ID assigned by MDOT. (Apply leading zeros to your code if necessary. Example: 02553 or 00087, etc.)
4. Complete the AGENCY/ID information. **The AGENCY is MIDOT**. The Bidder ID is your 5-digit contractor code (vendor/bidder ID) assigned by MDOT.
5. After your company information has been entered, click "APPLY" and then, "OK."
6. Set the default option to "load addenda automatically."
   a. TOOLS/OPTIONS, click on the MISC tab.
   b. Select the box next to "Automatically Load Amendments" if it is not already.
   c. Click on "APPLY", then "OK."

WHY AND HOW TO SUBSCRIBE TO BID EXPRESS (BidX)

As of January 2004, projects estimated at $1 million or greater must be submitted electronically. To establish a subscription to Bid Express, do the following:

1. Go to www.bidx.com, click on **Order Bid Express now!,** and follow the instructions to subscribe. Allow yourself approximately 24-48 hours to establish this subscription.
2. Upon subscribing, Bid Express will activate your company user ID and password to enable access to the service and will notify you by e-mail once the activation is complete.
3. After receiving an e-mail notification of the activation, you must create a DIGITAL ID (a unique digital signature) within Expedite®. A subscription to Bid Express™, the Expedite® bid program, and an active Digital ID are all necessary to use Internet bid submission. Allow five to seven business days to process and enable your Digital ID. Once Bid Express has received your completed, notarized form and payment, your Digital ID is available for use.
   a. For instructions on Digital ID creation and certificate handling, go to www.bidx.com, log in, scroll down to the "Members Only" heading on the right side of the home page, and click on Digital ID Instructions.

DOWNLOAD EBL/EBS (Electronic Bidding Library/System) FILES _____ _____

After successful installation of the Expedite Bid program, subscription to Bid Express, and approval of your Digital ID, you are now ready to prepare a bid.

First, you must obtain the EBL (Electronic Bidding Library) file containing the individual electronic proposals (EBS or Electronic Bidding System) files for a specific letting. Each EBS file is an electronic proposal.

You have the option of downloading the EBL file from MDOT's Contractors' Service Center Web site and from Bid Express, or download an individual EBS proposal from the Bid Express Web site by selecting a project Item from within a specified letting. Only from the Bid Express Web site are you able to download individual EBS files. MDOT's Contractors' Service Center Web site does not have the ability at this time of downloading individual EBS proposal files.

Download the EBL file from either Web site:

MDOT's CONTRACTORS' SERVICE CENTER - www.mdot.state.mi.us/bids/

1. Click the desired letting month.
2. Under the heading "Electronic Bidding System" and beside the title "Download Letting:" right-click the Ebsdata.ebl file. This file contains item proposal files **and any addenda** that may have been issued to project items.
3. Save the EBL file to a directory on your hard drive. Remember the directory in which you saved this file.

BID EXPRESS - www.bidx.com

1. Log in to Bid Express.
2. Click on the state of MICHIGAN on the U.S. Map.
3. Click on the LETTINGS tab and choose the letting month.
4. There is a file named "EBLIB" on the right of the web page under "ALSO AVAILABLE."
5. Right-click on the EBLIB file and save the file to a directory on your hard drive. Remember the directory in which you saved this file.

Once the EBL file is saved to your hard drive, there are two options available for retrieving and opening the individual proposals from the EBL file. These options are performed within Expedite and are listed below. Option #1 provides the opportunity to open all proposals (EBS files) in a specified letting. Option #2 allows the ability to select an individual (EBS) proposal.

OPTION 1: Open Entire Letting Proposal List

1. OPEN the Expedite® bid program. (Double-click the Expedite® yellow yield icon on your desktop.)

2. Go to FILE/OPEN LETTING.
3. In the Browse for Folder window, go to the directory where the EBL file was saved.
4. Click "OK." The list of proposal items will appear at the left window.
5. Click on the appropriate item proposal (07Nov001.ebs) file from the list. If an addendum (amendment) has been issued on the proposal you select, and the default option is set to "Automatically Load Amendments" in the Bid Options area of the Tools Menu, the AMENDMENT CHANGES window box will appear upon opening the proposal.
6. At this time, you have the option to print the addendum information. Once you choose "OK" to load the addendum information and save the proposal, the option to print the addendum information is no longer available.
7. Choose "OK" to load and apply the addendum to the proposal.

OPTION 2: Open a single/individual proposal file and addendum

1. Open the Expedite® bid program.
2. Go to FILE/OPEN PROPOSAL or open manila folder button on the toolbar.
3. In the Open Proposal window, change the LOOK IN directory to the directory where the EBL file was saved.
4. Change the Files of Type to "Expedite Files (*.EB*)" or "Proposal Libraries (*.EBL)" if necessary, to reveal the EBL file.
5. Double-click the Ebsdata.ebl or EBLIB (Bid Express file reveals a letting date, for example, 07Nov.ebl).
6. In the Select Proposal window, click the individual .ebs file (proposal) of the bid you wish to prepare. If an addendum (amendment) has been issued on the proposal, and the default option to "Automatically Load Amendments" is set in the Bid Options area of the Tools Menu, the AMENDMENT CHANGES window box will appear upon opening the proposal.
7. At this time, you have the option to print the addendum information. Once you choose "OK" to load the addendum information and save the proposal, the option to print the addendum information is no longer available.
8. Choose "OK" to load and apply the addendum to the proposal. The individual .ebs file, and addendum file(s), if applicable, will be saved in the same directory you saved the EBL file earlier.

Download individual EBS files:

   MDOT's CONTRACTORS' SERVICE CENTER - www.mdot.state.mi.us/bids/

SINGLE EBS PROPOSAL FILES ARE NOT AVAILABLE ON MDOT'S CONTRACTORS' SERVICE CENTER WEBSITE.

   BID_EXPRESS - www.bidx.com

1. Log in to Bid Express.
2. Click on the state of MICHIGAN on the U.S. map.
3. Click on the LETTINGS tab and choose the letting month.
4. Scroll down until you reach the list of proposals for the letting. The proposals are located under the green bar that indicates the time left until the letting.
5. Click on the Contract-ID project link of the desired proposal.
6. The single EBS proposal file (example: 07Mar001.ebs) is located to the right of the web page. Right-click on the link of that file. You may open an EBS file or save the EBS file to your hard drive.
7. If there are any addenda issued on the bid proposal you selected, each addendum will also be listed to the right of the web page just under the proposal EBS file. SAVE the addendum file(s), example: 07Mar001.001, .002, etc., to your hard drive **in the same location the EBS proposal file was saved previously**. Addendum files must be saved to your hard drive and applied, by instruction, to the EBS proposal file. You cannot open an addendum file from the web page.
8. OPEN Expedite® (icon is a BID yield sign on your desktop).
9. GO TO FILE/OPEN PROPOSAL or click on the open manila folder button on the toolbar.

10. Change the "LOOK IN" directory to the directory where you saved the EBS and/or addendum files. You may need to change the "files of type" to either Proposal Files (*.EBS) or Expedite files (*.EB*) for the EBS file to appear in the directory window.
11. Double-click the file, or highlight it and choose OPEN. Any addenda issued to the project <u>and saved in the same location of the EBS file</u>, should appear upon opening the EBS file.
    a. If the addendum does not open, perform the following steps to open and apply the addendum file:
        i. Go to FILE/LOAD AMENDMENT and locate the saved addendum file(s).
        ii. Check the "files of type" and reference either AMENDMENT FILES (07Mar001.0*) or AMENDMENT FILES (*.0*). Otherwise, the addendum files will not appear.
    b. DOUBLE-CLICK the files with extensions .001, .002, etc. and load them sequentially into your electronic bid proposal.
12. You have the option to print the addendum information. Once you choose "OK" to load the addendum information and save the proposal, the option to print the addendum information is no longer available.
13. Choose "OK" to load and apply the addendum to the proposal.

COMPLETE A BID

1. Open Expedite® and open a proposal by following the above instructions.
2. Click on the "Schedule of Items" folder. This folder contains the Schedule of Items pages and is the same as those in the proposal.
3. Complete the "Unit Price" column for each line item. A unit price of $0.0000 is acceptable; however, a blank line item is not.

IMPORTANT NOTE: **If you leave a line item blank, you will receive an error WHEN YOU PERFORM THE CHECK BID FUNCTION; however, you have the option to ignore that error and submit your bid anyway. As stated above, a blank line item is not acceptable so pay close attention to any error messages**

4. Save your bid proposal to your hard drive. Save a back up on a diskette if you wish.
5. Open the Miscellaneous Data folder.
6. Read the information in this folder and scroll down to the Designated and Specialty Items Page area.
7. Answer the question "Will this section be completed for this bid?"
    a. If you answer "No," the Miscellaneous Data folder will turn green.
    b. If you answer "Yes," you must fill in the work type, company name, and company address of the contractor(s) that will be performing the work type(s), in the spaces provided, before the folder will turn green.
8. Save your bid proposal once again.
9. Once the Schedule of Items and Miscellaneous Data folders are green in color, check the bid for errors (TOOLS/CHECK BID or check-mark button on the toolbar).

IMPORTANT NOTE: **Pay close attention to the bid errors when checking your bid. Error notifications are not red-flagged**

10. Your bid is complete if no errors exist and both the Schedule of Items and Miscellaneous Data folders are green.

PRINT A BID

1. FILE/PRINT, or select the print button on the toolbar.
2. Select desired pages of your bid to print, or print the full bid proposal.
3. Click "OK." Your Bid will print on the designated printer.

When your bid is error-free, has been saved, and printed (if desired), follow these instructions to submit the bid:

1. Open Expedite®.
2. Go to TOOLS/BID SUBMISSION or Submit Bid (lightning bolt) button on toolbar.
3. Follow the instructions given in the Bid Submission Wizard. You will be prompted for your password created at the time you subscribed to Bid Express.
4. Print the Bid Submission Receipt. This is your receipt that your bid was submitted to Bid Express.

Once your bid has been submitted, you can retrieve/withdraw and re-submit your bid as many times as you desire up to the point bids are no longer accepted.

For questions or further instructions regarding the use of Expedite or Bid Express, contact Heather Stinson at 517-335-4328 or stinsonh@michigan.gov.